

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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ADP BULLETIN

Title Form ADP 7235 Revised to Accommodate the Data Collection Instrument Entitled the Prevention Activities Data System		Issue Date: 11-13-97 Expiration Date:	Issue No. 97-64
Deputy Director Approval (signed by) JAMES M. KOOLER, Dr.P.H. California Mentor Initiative Office	Function <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration	Supersedes Bulletin/ADP Letter No.	

PURPOSE

This letter is to inform you that the California Department of Alcohol and Drug Programs (ADP), California Mentor Initiative (CMI) Office, has revised the existing ADP 7235 form to accommodate the implementation of a prevention data collection instrument entitled the **Prevention Activities Data System**. The ADP 7235 (revised 10/95) form has always been required as part of the Negotiated Net Amount (NNA) Contract. This letter discusses the reasons for implementing an expanded data collection system, and the new county requirements beginning January 1, 1998.

DISCUSSION

California is a leader in the Nation for providing prevention programs and activities. Two basic reasons for California's leadership are: (1) administrators in the prevention field and concerned individuals have been creative and innovative, and have sought the best ways to serve our public; and (2) California has maintained a funding level that allows for these innovative and creative prevention programs and activities. It is becoming increasingly evident that in order to continue to provide leading prevention programs, and to support funding sources, California must implement a data collection system that (1) identifies and targets specific prevention populations, (2) that utilizes needs assessment information in prevention program planning, and (3) **accurately accounts for primary prevention services according to the requirements of the federally funded Substance Abuse Prevention and Treatment (SAPT) and the Safe and Drug Free Schools and Communities Act (SDFSCA) Grants.**

Over the past several years, ADP has discussed the prevention data collection dilemma, and has participated in initiatives designed to improve and develop information collection systems. Most recently, major efforts have focused on the Prevention Data Initiative (PDI), the collection of data through the Prevention Strategy Report-ADP 7235 (revised 10/95), and participation in the Center for Substance Abuse Prevention's State Prevention System-Minimum Data Set (MDS). Because, individually, these data collection systems do not capture all the required information to satisfy the grant data requirements, ADP has revised the existing ADP 7235 form to include the required data into one reporting system. **We cannot afford to jeopardize our block grant funds for lack of documentation.** The state and counties must be able to report that resources invested in substance abuse prevention bring a positive return.

In June of this year, the CMI Office began exploring how best to capture all required data into one system, and yet not be overly burdensome to the counties and their providers. Because counties were already familiar with existing form ADP 7235, it was determined that an expansion of this form would be the best vehicle. The ADP 7235A-G (revised 11/3/97) forms, Prevention Activities Data System, focuses on the data requirements for the SAPT and

SDFSCA grants; however, they also collect specific information requested by reviewing counties and providers. The Prevention Activities Data System was reviewed by nine counties and was presented to CADPAAC's Prevention Committee on September 23, 1997. The Prevention Activities Data System is also being tested by six counties (Los Angeles, Ventura, Santa Barbara, Stanislaus, Imperial and Contra Costa) during the months of November and December.

Important Dates and Time Lines

Beginning January 1, 1998, all counties will be required to submit appropriate ADP 7235A-G (revised 11/3/97) forms. (The revision data may change as a result of the pilot testing.) Because ADP needs data that supports the SAPT and SDFSCA grant requirements for federal fiscal year 1997/98, the forms will be required on a semi-annual schedule for the first year and then will be required on an annual calendar-year basis thereafter.

- No later than December 22, 1997, ADP will send each county a set of ADP 7235 forms noting the reporting period of January 1, 1998 through June 30, 1998.
- Counties would collect data from January 1, 1998 through June 30, 1998. The applicable ADP 7235 forms must be submitted to ADP no later than July 10, 1998. This schedule will allow ADP time to compile and analyze the data for incorporation into the block grant application.
- No later than June 20, 1998, ADP will send each County a set of ADP 7235 forms noting the reporting period of June 30, 1998 through December 31, 1998. The applicable forms must be submitted to ADP within 30 days or no later than January 30, 1999.
- No later than December 20, 1998, ADP will send each County a set of ADP 7235 forms noting the reporting period of January 1, 1999 through December 31, 1999. This will be the first calendar year submittal. The applicable forms must be submitted to ADP within 30 days or no later than January 30, 2000.
- The CMI Office is working with ADP's Information Management Services Division (IMSD) to develop an automated system that will allow counties/providers to submit information in a data base format.

Benefits

- Block grant funds would not be jeopardized for lack of required data.
- Counties would be required to complete only one set of forms that satisfies data collection needs for prevention activities.
- Counties would no longer be required to complete form ADP 7882A-Characteristics of Persons Served. The Prevention Activities Data System collects the required information.
- Each County will receive an annual report on the results of the data.
- A data collection system will be in place that is unique to California's needs.

In summary, California has a legal responsibility to collect and to report accurate data to the Federal Government in support of the SAPT and SDFSCA Grants. If we do not implement a system that collects accurate information that meets California's needs, we may not only jeopardize our block grant funds, but we may be required, eventually, to implement another mandated system that does not meet our needs. ADP is attempting to implement a system that will: (1) adequately document prevention services and strategies used by California counties; (2) specify populations served; (3) identify alcohol, tobacco, and other drug problem areas; (4) meet the data collection requirements and financial obligations of the State; and (5) not be cumbersome to the counties.

QUESTIONS/MAINTENANCE

Thank you for your attention. If you have any questions or are interested in participating in the November and December pilot test, please contact Margaret Cossey, Analyst, at (916) 324-4468 or Antonia Taylor, Supervisor, at (916) 445-7771.